



Custodian

7500 – 2011 – 3PB01

Department(s): California Department of Forestry and Fire Protection
California Lottery
Department of Developmental Services
Department of Education
Department of General Services
Department of State Hospitals
Department of Motor Vehicles
Department of Public Health
Department of Rehabilitation
Department of Transportation
Department of Veterans Affairs
Employment Development Department
State Compensation Insurance Fund

Final Filing Date: Cut-off dates will be scheduled periodically. Please see below.

Type of Examination: Multi-departmental Open

Salary: Monthly-ranged-salary: \$2098-\$2549

Tenure/Time-base: Permanent Full-time
Permanent Part-time
Permanent Intermittent
Limited Term Full-time
Limited Term Part-time
Limited Term Intermittent

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken the examination, you may not retake it for twelve (12) months.

FILING INSTRUCTIONS

Self-scheduling for this examination is offered on a first-come-first-served basis for each written exam date. Please be aware that seating is limited and scheduling for a specific exam date will conclude once all seats are filled. Future self-scheduling and exam dates will be made available as demand warrants.

Self-Scheduling Opens

Wednesday, August 21, 2013, at 11:00 am

Written Exam Date(s)

Saturday, August 24, 2013

8:00 am-10:00 am

11:00 am-1:00 pm

2:00 pm-4:00 pm

Location

Sacramento, CA

If you fail to appear for the examination as scheduled, you will not be able to reapply/reschedule for 6 weeks.

Check this bulletin regularly for future written test dates and locations.

ON THE SELF-SCHEDULING DATE, PLEASE GO TO THE TAKING THE EXAM SECTION OF THIS BULLETIN TO BEGIN AND COMPLETE THE SCHEDULING PROCESS.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact the California Department of Human Resources (CalHR), Examination Services at (866) 844-8671, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones and (800) 735-2922 from voice phones.

Additionally, please select the “Reasonable Accommodations” box during the self-scheduling process.

ELIGIBLE LIST INFORMATION

An eligible list will be established by the California Department of Human Resources for use by other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires twelve (12) months after it is established. Competitors must then retake the examination to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Either 1

Six months of experience in the California state service performing the duties of a Service Assistant (Custodian). (Promotional candidates who have completed four months of the required experience will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

Or 2

Six months of experience as a Custodian.

TYPICAL TASKS

Sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply

dispensers; replaces light globes and tubes; operates scrubbers, buffers, waxers, and other equipment and machinery; as required, operates a freight or passenger elevator.

In smaller, outlying offices and buildings, as incidental assignments, washes windows, washes automotive equipment, and maintains ornamental plantings in and around buildings and parking areas; and maintains parking areas, and cleans sidewalks.

When assigned to work crew-oriented duties, may be called upon to give experienced guidance to Service Assistants (Custodian) in the performance of routine janitorial tasks. Typically, this guidance is provided to only one Service Assistant (Custodian) at a time.

EXAMINATION INFORMATION

WRITTEN TEST – WEIGHTED 100%

The examination will consist of a written test, multiple choice, weighted 100%. To obtain a position on the eligible list, a minimum score of 70% is required. The written test is designed to evaluate: 1. the technical knowledge required of a Custodian, 2. your skill in reading and understanding basic written instructions, and 3. your skill in reading, understanding, and applying written information.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Knowledge of methods, equipment, and cleaning solutions for cleaning and disinfecting restroom materials, furniture and fixtures (e.g., toilets, urinals, showers, sinks, partitions, countertops) to sanitize and maintain appearance.
- Knowledge of methods, equipment, and cleaning solutions for mopping and scrubbing floors to remove stains, dirt, or maintain floor surfaces.
- Knowledge of methods and equipment for vacuuming carpets, elevators, office furniture, vents, or upholstery to remove dust, debris and/or liquid.
- Knowledge of methods, equipment, and cleaning solutions for washing windows, mirrors, glass partitions, glass doors, and glass walls to remove smudges, fingerprints, dirt, and debris.
- Knowledge of methods, equipment, and chemicals for stripping wax/floor finishers from floors to prepare floor for a new finish.
- Knowledge of methods, equipment, and chemicals for applying wax/floor finishers, sealers, or finishes to maintain floor surfaces.
- Knowledge of methods, equipment, and chemicals for polishing floors to maintain floor surfaces.
- Knowledge of methods, equipment, and chemicals for detailing grout, corners, or baseboards to enhance appearance, remove solutions, or remove surface build-up.
- Knowledge of methods, equipment, and cleaning solutions for polishing steel and metal britework to remove smudges and fingerprints and to enhance appearance.
- Knowledge of methods, equipment, and cleaning solutions for shampooing carpets to remove stains, dirt, or maintain floor surfaces.
- Knowledge of methods, equipment, and cleaning solutions for removing spots or stains from carpets or upholstery to restore appearance.
- Knowledge of methods, equipment, and cleaning solutions for dry cleaning carpets to maintain floor surfaces.
- Knowledge of basic recycling procedures to recycle materials as required and to comply with recycling program.
- Knowledge of the types and uses of personal protective equipment.
- Knowledge of safe body mechanics to lift, push, pull, or otherwise move objects weighing up to 45 pounds.

Ability to:

- Ability to read and understand Material Safety Data Sheets (MSDS) to ascertain information

- about chemicals encountered on the job.
- Ability to read and understand information in English (such as labels, chemical preparation directions, chemical safety precautions, check-lists, equipment operation instructions, equipment maintenance instructions, notes, memos, policies, procedures, etc.).
- Ability to understand and follow written instructions.

VETERANS' PREFERENCE POINTS

Veterans' Preference Points will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested, these points through the California Department of Human Resources. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference Points.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

California Department of Human Resources

Attn: Examination Services

1515 S Street

Sacramento, CA 95811

1-866-844-8671

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the testing department three weeks after the Final Filing Date if he/she has not received his/her notice.

Examination Locations: When a written test is part of the examination, it will be given in such places in

California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [classification specification](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Bulletin Release Date: This bulletin was released on August 7, 2013.

Security and Confidentiality of Examination: Pursuant to Government Code Section 19860. "It is unlawful for any person: (a) Willfully by himself or in cooperation with another person to defeat, deceive, or obstruct any person with respect to his right of examination, application, or employment under this part or board rule. (b) Willfully and falsely to mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified under this part or board rule, or to aid in so doing, or make any false representation concerning the same or the person examined. (c) Willfully to furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person examined, certified or to be examined or certified under this part or board rule."

Pursuant to Government Code 19681. "It is unlawful for any person: (a) To practice any deception or fraud with regard to his identity in connection with any examination, application, or request to be examined. (b) To obtain examination questions or other examination material except by specific authorization either before, during, or after an examination or use or purport to use any such examination

questions or materials for the purpose of instructing or coaching or preparing candidates for examinations. (c) To use any unfair means to cause or attempt to cause any eligible to waive any rights obtained under this part.”

TAKING THE EXAM

Self-scheduling for this examination is offered on a first-come-first-served basis for each written exam date. Please be aware that seating is limited and scheduling for a specific exam date will conclude once all seats are filled. Future self-scheduling and exam dates will be made available as demand warrants.

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[CLICK HERE](#) to apply for and to self-schedule the Custodian exam.